



Classification: Research Analyst III

Title Code: V00993

Pay Range: 25

POSITION SUMMARY:

This is supervisory or highly specialized and complex analytical and research work, involving the gathering, analysis, and reporting of statistical data. An employee in this class normally supervises the activities of a small staff of professional and clerical employees in the analysis and processing of statistical data. Work involves planning, organizing, and directing assigned phases of a major program, designed to research, compile, edit, analyze, interpret, report and utilize statistical data. Work includes determining research studies to be conducted, the methodology to be followed, and preparing or directing the preparation of reports and recommendations. Work is performed with latitude for initiative and independent judgment within broadly established policies and procedures, and is reviewed by an administrative superior.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as a lead worker to a small group of professional and clerical employees in the gathering, analysis and processing of statistical data.

Plans, organizes, and directs assigned phases of a major program; develops procedures and methodology to be used in gathering, analyzing and reporting data; determines sources for obtaining data and designs questionnaires; corrects, adjusts and interprets data.

Provides public and private agencies with technical assistance and advice in the gathering and assembly of statistical material; makes personal visits to suppliers and users of information for public relations purposes, validation, quality improvement and the solution of other problems.

Assists in formulating administrative and research policies, and in correlating program policies and practices with federal and state requirements.

Performs highly specialized and complex analytical and research studies; prepares detailed reports, using tables, charts and narratives.

Coordinates activities of subordinates with the electronic data processing function; may exercise functional supervision over keypunch operators, programmers or a systems analyst.

Reviews the finished product and evaluates it for quality and completeness.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the use of graphic presentation.

Considerable knowledge of the more complicated statistical methods and formulae, and their application to the analysis and evaluation of social and economic data.

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Considerable knowledge of research techniques and of the sources and availability of information.

Working knowledge of electronic data processing and other office equipment used in performing statistical operations.

Ability to plan and to supervise the work of a small number of employees engaged in research and/or analysis of data.

Ability to analyze and present conclusions on complex statistical data.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Three years of full-time professional experience in the analysis and presentation of statistical data, of which at least one year must have been at the level of Research Analyst II; and graduation from an accredited four-year college or university with specialization in statistics, public or business administration, mathematics, economics, sociology, education, psychology, or closely related areas. (Graduate education in the areas specified above, which included course work in statistics or research methodology may be substituted on a year-for year basis for the required general experience.)

OR

Possess at least two years in grade as a Research Analyst II.

NECESSARY SPECIAL REQUIREMENTS:

None

FLSA STATUS: Non-Exempt

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WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.